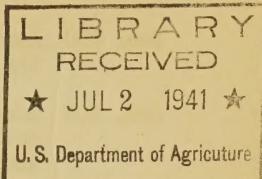


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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION



INSTRUCTIONS PERTAINING TO COTTON MARKETING QUOTAS FOR 1941

PART V. DEPOSITS, REFUNDS, AND TRANSFERS OF COLLECTIONS

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Section 501 General instructions. (a) Applicability of instructions. Part V of these instructions outlines the nature of certain forms, records, reports, accounts, and files of the county committee relating to the receipt and disposition of funds received in connection with marketing quotas for cotton and the certification of refunds of the amounts received in excess of the marketing quota penalties incurred, as provided in the regulations pertaining to cotton marketing quotas for the applicable marketing year. Unless otherwise provided, these instructions will be applicable for the 1941-1942 marketing year and each subsequent marketing year. The instructions issued in connection with any marketing year prior to the 1941-1942 marketing year will be followed in handling collections and making refunds and transfers with respect to penalties incurred during such marketing year. The treasurer of the county committee is authorized to receive the amounts remitted in connection with the penalties and is required to keep, or immediately supervise the keeping of, the records, accounts, and files prescribed by the regulations and these instructions. Each form mentioned herein is a "cotton" form unless otherwise designated.

(b) Audit of records in connection with penalties. The records, reports, accounts, and files prescribed by the regulations and these instructions shall at all times be subject to periodic as well as special examination and audit by authorized representatives of the Secretary of Agriculture or the Agricultural Adjustment Administration. When any treasurer of a county committee is succeeded in office, the retiring treasurer shall prepare a statement of the status of the records, reports, accounts, and files and transmit it to the secretary of the State committee. The report shall show, among other things, the use and disposition of serially numbered forms consigned to the county committee and the amount of money received and the amount thereof authorized to be refunded or to be scheduled for transfer into the general fund of the Treasury of the United States. The incoming treasurer shall be furnished with a copy of the report and he shall report to the secretary of the State committee whether the report is true and complete. If the retiring treasurer is not in a position to prepare the report, the report shall be prepared and filed by the incoming treasurer. A representative of the State committee (herein referred to as the "auditor") shall also examine the records, reports, accounts, and files to determine whether the reports of the incoming and retiring treasurers are correct.

Sec. 502 Receipt of remittances. (a) Nature of remittance. Remittances in connection with cotton marketing quotas generally will be received for two reasons; namely, first, to pay a penalty or remit an amount collected as a penalty, and second, to secure the payment of an anticipated penalty. In the first instance the remitter will generally be a cotton buyer since the buyer is liable for the collection and remittance of the penalty on each amount of cotton purchased by him which, at the time of sale, is identified as marketed subject to penalty, or is not identified. A transferee may collect and remit the

penalty in the same manner as a buyer. The remitter may also be the producer since the producer remains liable for the payment of the penalty upon cotton marketed by him unless it is collected from him by the buyer. The producer may also pay the penalty in advance of the time the cotton is marketed in order that the penalty will not be collected by the buyer. The remitter may also be the principal or surety under a bond of indemnity given to secure the payment of the penalty for a farm. In the second instance the remitter will be the owner or operator of a farm who desires to deposit funds in escrow to secure the payment of the penalty which it is estimated will be incurred in connection with the farm.

(b) Form of remittance. The amounts received in connection with marketing quota penalties shall be remitted only in legal tender or in the form of checks, drafts, or money orders made payable to the order of the Treasurer of the United States, except that, in the case of funds tendered to be held in escrow to secure the payment of the penalty, the remittance must be in legal tender or in the form of a cashier's check or money order made payable to the order of the Treasurer of the United States. If the funds are in the form of cash, the treasurer of the county committee shall purchase a postal money order in the amount thereof, payable to the order of the Treasurer of the United States. The expenses in connection with purchasing the postal money orders shall be paid from funds provided for the administrative expenses of the county agricultural conservation association. Each check, draft, or money order shall be received subject to collection and payment at par.

(c) Examination of remittances. Each check, draft, or money order tendered in payment of the penalties shall be examined to determine that it may be negotiated by the Disbursing Officer. A check, draft, or money order which is negotiable must be properly dated, drawn payable to the order of the Treasurer of the United States or in a manner to permit endorsement to that official, signed, and must show an exact agreement between the amount as expressed in figures and the written amount. If it is not negotiable, it should be returned to the remitter accompanied with a letter in which the reasons that the remittance is not negotiable are set forth and requesting that an acceptable remittance be tendered. Any checks, drafts, or money orders drawn payable to "Agricultural Adjustment Administration," "Department of Agriculture," or in a similar impersonal manner may (if otherwise negotiable) be accepted. Checks, drafts, or money orders drawn payable to some person other than the Treasurer of the United States must first be endorsed "pay to the order of the Treasurer of the United States" over the signature (and title) of the payee named therein (or by the last endorsee) or by some person by him duly authorized through a power of attorney to endorse for him and on his behalf. In view of the difficulty and inconvenience incident to securing the endorsement which renders the instrument payable to the Treasurer of the United States, in case where it is drawn payable to "Secretary of Agriculture" or to some

other official not located in the State or county office, the remittance should be returned to the remitter with a request that he tender a check, draft, or money order drawn payable to the order of the Treasurer of the United States.

(d) Time of remittance. The penalty is due at the time cotton is marketed and must be remitted to the treasurer of the county committee not later than 15 calendar days next succeeding the day on which the cotton was marketed. The penalty may be remitted at any time within the 15-day period. The exceptions to the foregoing rule are as follows: (1) The penalty may be remitted by the producer prior to the time the cotton is marketed; (2) the penalty, in case a bond of indemnity is accepted to secure the payment of the penalty for a farm, is required to be remitted at the time the farm operator's report for the farm is required to be submitted; and (3) the estimated amount of the penalty to be incurred for a farm may be remitted prior to the time any cotton is marketed in connection with the farm to be held in escrow to secure the amount of the penalty.

Sec. 503 Issuing receipts for penalties remitted. (a) Issuing receipts for amounts received in payment of the penalty for cotton marketed. The treasurer of the county committee shall issue a receipt on Form 419 to the person remitting the penalty in connection with cotton which has been marketed. Form 419 shall be executed in triplicate as follows:

1. In the space provided enter the State and county code number.

2. In the space provided enter the marketing year, as, for example, "1941-1942." The Form 419, however, may be used as a receipt for remittances of penalties incurred during a marketing year prior to the 1941-1942 marketing year but the remittance will be handled as provided in the instructions issued with respect to the marketing year in which the penalties were incurred. The marketing year to be so entered in each case shall be the marketing year in which the penalty remitted was actually incurred. If, for example, cotton was marketed subject to penalty on October 15, 1939, and the penalty incurred was remitted on September 5, 1941, the marketing year to be entered on Form 419 would be "1939-1940."

3. Above the words "Name of remitter" and "Full mail address" enter the name and address, respectively, of the person from whom the treasurer received the remittance.

4. In the space following the words "the sum of" enter, in writing, the amount of the remittance, as, for example, "Twenty-five and No/100."

5. Draw a line through the words "as security for payment of the penalty."

6. In column (1) enter the serial number for each farm in connection with which the remittance was made. If the farm is located in another county, the serial number shall be preceded by the State and county code number.

7. In column (2) enter the printed serial number of each buyer's or transferee's report covering the transactions for which the remittance was made. The report of the transaction will be either the certificate accompanying the red (or in the case of a remittance covering penalties incurred during a marketing year prior to the 1941-1942 marketing year the red or blue marketing card) marketing card by which the cotton was identified when marketed or the certificate on which the buyer is required to report the purchase of unidentified cotton (Form 530). In case of a Form 530, the printed serial number will be preceded by the letter "U" which letter should also be entered on the Form 419. The report will be the postal card copy of the certificate. Since the time for submitting the reports and remitting the penalties is the same, it would appear that buyers or transferees would tender them to the treasurer of the county committee at the same time and should be encouraged to do so. If the penalty is remitted by the producer in connection with a transaction for which the buyer or transferee did not make a report and collect the penalty or if the penalty is paid by the principal or surety under a bond of indemnity, no entry should be made in column (2).

8. In column (3) enter the name of the producer from whom the buyer or transferee purchased or received the cotton or the name of the producer for whom the penalty was paid.

9. Make no entry in column (4) unless the remittance covers penalties incurred prior to the 1941-1942 marketing year and then only enter the number of pounds of cotton for which the penalty of 2 cents per pound is remitted.

10. In column (5) enter the number of pounds of cotton for which the penalty of 3 cents per pound was remitted. If the penalty at the rate of 3 cents per pound was not remitted, make no entry in column (5). If the remittance covers penalties incurred during the 1941-1942 marketing year or any subsequent marketing year and the rate of penalty for such marketing year is changed, strike the numeral "3" in the heading of column (5) and enter the rate applicable for the marketing year and enter in column (5) the number of pounds of cotton for which the penalty at such rate was remitted.

11. In column 6 enter the amount of the remittance received in connection with each farm.

12. Opposite the word "Total" on the front of the receipt, enter in columns (4), (5), and (6) the sum of the entries respectively, in columns (4), (5), and (6) on the front and reverse side of the receipt. The total of column (6) must agree with the total amount of the remittance received.

13. If the funds received are in the form of cash, or partly in the form of cash, enter the word "Cash" in column (B) and enter the amount thereof in column (D). On the first and second copies (not on the original) enter in column (B) the letters "USPMO" followed by the name of the post office from which the treasurer of the county committee obtained the postal money order for the amount of the cash and in column (A) enter the date thereof.

14. If the remittance is in the form of a check, draft, or money order, the check, draft, or money order shall be described in the receipt as follows:

a. In column (A) enter the date of the check, draft or money order.

b. In column (B) enter the name of the person who signed the check or draft or who obtained the money order.

c. In column (C) enter the name of the bank or firm or person on which the check or draft was drawn, or in the case of a postal money order, the letters "USPMO" followed by the name of the issuing post office.

d. In column (D) enter the amount of the check, draft, or money order or the funds received in the form of cash, and opposite the word "Total" enter the sum of the entries made therein.

15. The treasurer of the county committee shall sign the original and two copies and enter the date of his signature.

(b) Receipts where amount remitted is less than amount due from the buyer or transferee. In each case where the amount of the money received as the penalty is less than the amount which should have been remitted by the buyer or transferee, a receipt on Form 419 for the amount actually received shall be issued to the remitter. The Form 419 shall be prepared in every respect as outlined in paragraph (a) of this section with the following exceptions which are applicable only to the execution of column (6) of Form 419:

1. A single buyer's or transferee's report. In the case of a remittance intended to cover a transaction shown on a single buyer's or transferee's report there shall be entered in column (6) of Form 419 the amount of the remittance actually received.

2. Incorrectly executed buyer's or transferee's report. In cases where the buyer's or transferee's report is executed incorrectly and shows the collection of an amount smaller than the penalty actually incurred, there shall be entered in column (6) of Form 419 the erroneous amount shown in the report to have been collected for the farm.

3. Several correctly executed buyer's or transferee's reports.

In case several correctly executed buyer's or transferee's reports are accompanied with a remittance from the buyer or transferee which is less than the sum of the amounts shown thereon to have been collected from the producers, the deficiency in the amount of the remittance shall, unless the buyer or transferee otherwise directs, be charged to the reports intended to be covered by the remittance in the inverse order of the dates of sale covered thereby and so recorded in column (6) of Form 419. For example, if a remittance for \$10.00 less than the penalty incurred for sales on September 1, September 5, September 7, and September 11 is received, the deficiency will first be charged to the September 11 sale, up to but not in excess of the penalty incurred in that sale, and then any balance of the deficiency will be charged to the September 7 sale, up to but not in excess of the penalty incurred in that sale, and so on until the total deficiency is absorbed as follows: If the penalty actually incurred on the September 11 sale is \$5.00 and on the September 7 sale is \$15.00, the entry in column (6) of Form 419 for the September 11 sale will be zero and for the September 7 sale will be \$10.00 and the entries for the remaining sales will be for the full amount of the penalties incurred.

4. Subsequent remittance of deficiency. When the deficiency, or part thereof, is remitted, a new Form 419 for the amount of the deficiency received shall be prepared. The buyer's or transferee's reports charged with the deficiency, or part thereof, shall be described in the new Form 419 in the manner provided in paragraph (a) of this section except that the word "Additional" shall be entered directly above the farm serial number and the entry in column (6) therefor will be the additional amount remitted.

(c) Receipts where amount remitted is more than amount due from a buyer or transferee, or where the farm serial number is not shown on the certificate received from the buyer or transferee. In cases where the total amount of money received from a particular buyer or transferee is in excess of the penalties incurred as reflected by the reports of the buyer or transferee or the serial number is not shown on the reports, a receipt on Form 419 for the amount actually received shall be issued to the remitter. The Form 419 shall be prepared in every respect as outlined in paragraph (a) of this section with the following exceptions:

1. A record of each buyer's or transferee's report shall be made in columns (1) through (5) of Form 419 and the amount shown on the report to have been collected in connection therewith shall be entered in column (6), except that, if the farm serial number is not shown on a report on Form 530, make no entry in column (1) for the report.

2. In column (1), after listing the information with respect to the buyer's or transferee's reports, enter the word "Suspense."

3. In column (6) opposite the word "Suspense" enter the amount of the payment which is in excess of the amount indicated by the reports.

4. Columns (A) through (D) shall be executed to describe the remittance as received.

(d) Issuing receipts for funds to be held in escrow. The treasurer of the county committee shall issue a receipt on Form 419 to the person depositing the funds to be held in escrow to secure the payment of the penalty for a farm. The receipt shall be prepared as outlined in paragraph (a) of this section with the exception that the words "in payment of the penalty" shall be deleted instead of the words "as security for payment of the penalty."

(e) Issuing receipts for penalties paid by the producer prior to the marketing of cotton. If a producer to whom a red marketing card was issued tenders the penalty, for which he would be liable upon the marketing of any cotton, prior to the time such cotton is marketed, the treasurer of the county committee shall issue a receipt therefor on Form 419-A, prepared in quadruplicate, distributed, and dealt with as follows:

1. A separate receipt shall be prepared for each bale of cotton with respect to which the penalty is tendered.

2. In the spaces indicated enter the printed serial number of the producer's red marketing card and the State and county code number, and the designation of the marketing year in which the amount is received.

3. Above the words "Name of producer" and "Full mail address" enter the name and address, respectively, of the producer.

4. In the space following the words "the sum of" enter, in words, the amount of the penalty paid, as, for example, "Fifteen and No/100."

5. In the space following the words "one bale containing" enter the net weight of the bale of cotton with respect to which the penalty is tendered.

6. In the space following the words "or mark" enter the gin bale number or mark of such bale.

7. In the space following the words "serial No." enter the serial number of the farm.

8. After the dollar mark above the word "Amount" enter, in figures, the amount of the penalty tendered with respect to such bale, which must agree with the amount thereof entered after the words "the sum of."

9. The treasurer of the county committee shall sign the original and the three copies and enter on each the date of his signature.

10. The producer shall sign his name in the space indicated on the original and the three copies and enter on each the date of his signature.

(f) Accounting for receipts on Form 419 and Form 419-A. The receipts on Form 419 and Form 419-A will be consigned to the treasurer of the county committee in pads or units of 50 receipts with printed serial numbers in numerical sequence. The receipts on either Form 419 or Form 419-A must be issued in numerical sequence and the use or disposition of each receipt must be accounted for by the treasurer of the county committee. If a Form 419 or 419-A is mutilated or improperly prepared the original and all copies of the mutilated or improperly prepared receipt shall be saved and not destroyed in order to account for the disposition of the receipt. Satisfactory proof of the loss or destruction of any Form 419 or Form 419-A will be required.

Sec. 504 Letter of transmittal for remitting penalties to the State committee. The funds received during a day by the treasurer of the county committee shall be scheduled on Form 359 for transmittal to the secretary of the State committee. A separate letter of transmittal on Form 359 shall be prepared for the amounts received for each marketing year, as, for example, if funds were received during the day for penalties incurred during the 1939-1940 marketing year and also for penalties incurred during the 1940-1941 marketing year, two separate Forms 359 would be prepared to accompany the amounts received for the respective marketing years. Form 359 shall be prepared in triplicate as follows:

1. In the spaces indicated enter (i) the transmittal number, beginning with 1 for the first schedule and continuing thereafter in numerical sequence for the marketing year, (ii) the State and county code number, and (iii) the sheet number and total number of sheets in the schedule.

2. In the space provided enter the designation of the marketing year in which the penalties covered by the letter of transmittal were incurred, that is, the marketing year in which the cotton was marketed or for which the remittance was given to secure the payment of the penalties.

3. In either column 1, column 4, or column 7 enter the printed serial numbers of Forms 419 covering the penalties for the marketing year for which Form 359 is prepared and delete the designation "319" which is printed in the heading of the column, and insert in lieu thereof "419!" The printed serial numbers of Forms 419 shall be listed in numerical sequence.

4. In either column 2, column 5, or column 8 enter the printed serial numbers of Forms 419-A and delete the designation "319-A" which is printed in the heading of the column and insert in lieu thereof "419-A."

The printed serial numbers of Forms 419-A shall be listed in consecutive order in numerical sequence after Forms 419 have been listed and shall be listed only on a Form 359 covering penalties incurred during the current marketing year.

5. In either column 3, column 6, or column 9 enter the amount covered by each Form 419 and 419-A. After the word "Total" in column 9 enter the sum of the entries in columns 3, 6, and 9.

6. The treasurer of the county committee shall execute Part I by signing his name on the original and two copies and entering thereon the date of his signature and by altering the reference therein to "Forms Cotton 319 and 319-A" so that it will read "Forms Cotton 419 and 419-A."

Section 505 Record on Form 356 of funds received in connection with farms for which farm accounts on Form 450 or 450-A have been established.

(a) Preparation of Form 356. A Form 356 shall be prepared for each marketing year for the purpose of recording the amounts of the penalties received in connection with cotton marketed during the marketing year and funds received to secure the payment of penalties for the marketing year with respect to farms for which accounts on Form 450 or 450-A have been established. The reference to the marketing year in the heading of Form 356 shall be altered to show the marketing year for which the record is to be maintained. Enter near the heading of the form the words "Farms for which accounts on Form 450 or 450-A have been established." If Forms 356 are not available in the county office, Form No. MQ-1 may be used. If Form No. MQ-1 is used, enter above the heading the word "Cotton." The name of the treasurer of the county committee, the names of the county and State and the code number thereof, and the sheet number and total number of sheets shall be entered in the spaces provided. [Comment: Records of collections of penalties incurred during any marketing year prior to the 1941-1942 marketing year shall be made on Form 256 or Form 356, as the case may be, for such marketing year in accordance with the procedure applicable to the marketing year.]

(b) Record of funds to be held in escrow. The treasurer of the county committee shall record the receipt of the funds to be held in escrow for a particular marketing year in Part I of the Form 356 for the marketing year as follows:

1. In column (1) enter the date on which the funds were received as indicated by the date of the Form 419.
2. In column (2) enter the printed serial number of the Form 419.
3. In column (3) enter the serial number of the farm.
4. In column (4) enter the amount of the funds received as shown on Form 419.
5. In column (5) enter the transmittal number of the Form 359 on which the funds were transmitted to the State office.

(c) Record of amounts received other than funds to be held in escrow. The treasurer of the county committee shall record the receipt of amounts other than funds to be held in escrow in Part II of Form 356 for the marketing year as follows:

1. In column (10) enter the date on which the funds were received as indicated by the date of the Form 419.
2. Make no entry in column (11)
3. In column (12) enter the printed serial number of the Form 419. If the receipt covers remittances for more than one farm, make only one entry in column (12) for all of the farms covered thereby.
4. In column (13) enter on separate consecutive lines the farm serial number of each farm as shown on Form 419 for which an account on Form 450 or 450-A has been established.
5. In column (14) enter on separate consecutive lines the amount of the funds received for each farm for which an entry is made under item (4).
6. In column (15) enter the transmittal number of the Form 359 on which the funds were transmitted to the State office.
7. If the checks, drafts, or money orders received are not honored upon presentment for payment, a contra entry in red duplicating the information previously entered in Part II of Form 356 shall be made in columns (10) through (15) thereof. If a contra entry in red is made, the total of column (14) of Form 356 shall be the sum of the other entries therein minus the sum of the contra entries.
8. If subsequently the amount of the dishonored checks, drafts, or money orders is remitted, the procedure outlined above in this subsection shall be followed.
9. If the receipt on Form 419, as provided in paragraph (c) of this section, lists a farm for which no entry appears in column (6), no entry shall be made on Form 356 for the farm. The unpaid penalty for the farm and the reference to the Form 419 issued in connection therewith shall be entered on Form 356 when it is remitted.

Section 506 Record on Form 356 of funds received in connection with farms for which accounts on Form 450 or Form 450-A have not been established, farms not located in the county, and farms for which the serial number is not known. (a) Preparation of Form 356. A Form 356 (or if Form 356 is not available, Form No. MQ-1) shall be prepared as provided in section 505(a) except that in lieu of the words required to be entered near the heading enter the words "Farms for which accounts on Form 450 or 450-A not established, farms for which the serial number is not known, and farms not located in the county."

(b) Record of amounts received. Amounts received which are not to be recorded on the Form 356 as provided in section 505 shall be recorded by the treasurer of the county committee on the Form 356 prepared as provided in paragraph (a) of this section as follows:

1. In columns (1) through (5) enter the name and address of the buyer or transferee who remitted the amount received as shown on the Form 419.

2. In columns (6) through (9) enter the name and address, if known, of the producer of the cotton as shown on the Form 530, if any.

3. In column (10) enter the date the funds were received as shown on the Form 419.

4. In column (11) enter the serial number of the Form 530, if any, or if the word "Suspense" was entered on the Form 419, enter the word "Suspense" in column (11).

5. In column (12) enter the serial number of the Form 419. If the receipt covers remittances for more than one farm, make only one entry in column (12) for the farms covered thereby.

6. In column (13) enter the farm serial number, if known, or, if not known, enter the words "Not known." If the farm is located in another county, also enter the name of the county and State in which the farm is located, or, if not known, enter the words "Not known." The farm serial number and the name of the county and State in which the farm is located usually may be obtained from the Form 530. If not shown on the Form 530, an effort should be made to ascertain the serial number and location of the farm. This might be done by writing the person from whom the funds were received and the treasurer of the county committee of the county in which the producer's address is located and adjoining counties.

7. In column (14) enter the amount received in connection with the farm or shown on the Form 419 as "suspense" or on the Form 530, as the case may be.

8. In column (15) enter the transmittal number of Form 359 on which the funds were transmitted to the State office.

9. If the word "Suspense" is entered in column (11) or the words "Not known" are entered in column (13), and it is subsequently determined that all or part of the amount in column (14) was received in connection with a farm in the county and with respect to which an account on Form 450 or 450-A was required to be established, make contra entries in red in columns (1) through (15) in the manner outlined in items 1 through 8 of this paragraph (b), except that the entry in column (14) will be the amount determined to have been received in connection with the farm. Corresponding entries in black shall be made on the Form 356 prepared pursuant to section 505(a) and in the manner set forth in paragraph (c) thereof. If it is determined that all of the amount received, as shown on the Form 530, or

shown on the Form 419 as "Suspense" was received in connection with a farm in the county for which an account on Form 450 or 450-A is not required to be established, line out the words "Not known" in column (13) of the Form 356 prepared as provided in this section and enter above such words the farm serial number. If only part of the amount was determined to have been received in connection with the farm, make contra entries in red on the next available line of the Form 356 by entering in column (11) the word "Suspense" or the serial number of the Form 530, as the case may be, in column (12) the serial number of the Form 419, in column (13) the farm serial number, and in column (14) the amount determined to have been received in connection with the farm. On the next line make comparable entries in black in columns (12), (13), and (14), and make no entry in column (11). In all cases where any part of the amount originally credited to "Suspense" or identified with a Form 530 for which the farm serial number was not originally known or the county in which the farm is located was not known is later determined to have been collected for a particular farm the treasurer of the county committee shall advise the State office by letter of the determination. The letter shall contain the following information and a copy thereof shall be stapled to the Form 419 to which it relates:

- a. The printed serial number of the Form 419 and the transmittal number of the Form 359 on which the funds were recorded.
- b. The name of the remitter and the total amount of the remittance as shown on the Form 419.
- c. The amount originally recorded as "Suspense" or for the Form 530, as the case may be.
- d. The farm serial number of the farm to be credited with any part of the amount recorded as "Suspense" or for the Form 530, as the case may be.
- e. The amount to be credited to the farm.

Section 507 Forwarding remittances to the State committee. All funds received by the treasurer of the county committee in connection with the cotton marketing quota work shall be transmitted by him on the day received, or not later than the morning of the succeeding day, to the secretary of the State committee. The original and first carbon copy (the yellow copy) of the Form 359 and the copies of Forms 419 (the yellow copy thereof) and 419-A (the salmon copy thereof) shall accompany the remittance. The second carbon copy of the Form 359 (the salmon copy) shall be retained in the county office in a pending file. The original will be returned as a receipt from the State office and shall be filed in a folder in the numerical order of transmittal numbers by marketing years.

Section 508 Uncollectible items. If any check, draft, or money order is not honored upon presentation for payment, the check, draft, or money order will be returned through the State office to the treasurer of the county committee. The treasurer of the county committee shall notify the drawer of the

check or draft or the person who obtained the money order of the return of the return of the item and of the reasons therefor and he shall be requested to make an acceptable remittance in the amount due. A contra entry in red duplicating the information previously entered in connection with the remittance shall be made on Forms 356 prepared pursuant to sections 505 and 506. The total of the original Form 359 shall be lined out and the original total thereof less the total amount of the uncollectible items shall be entered in lieu thereof and the entry initialed and dated by the treasurer of the county committee. Enter the word "Uncollectible" opposite the entry for the uncollectible item on Form 359. A new remittance replacing the one previously returned as being uncollectible shall be handled in every respect as if it were an original item with the exception that a notation shall be made in the body of the new Form 359 that the remittance represents the recovery of the amount of the uncollectible remittance previously scheduled under transmittal No. _____ of Form 359, and schedule No. _____ of Standard Form No. 1044-Revised, and for which the receipt on Form 419 (or 419-A) No. _____ was issued.

Section 509 Marketing quota indebtedness register. A register of indebtedness for each marketing year shall be established for all cases where the buyer's remittance is less than the amount of the penalty incurred and where no remittance is received for a penalty incurred or an uncollectible remittance is returned. A separate Form 356 shall be used for this purpose and the title thereof is altered to read "Marketing Quota Indebtedness Register" followed by the designation of the marketing year. The detailed execution of the indebtedness register shall be as follows:

1. In column (1) enter the date on which the county office received the buyer's report of the transaction (the postal card copy of the certificate contained in the producer's marketing card or in the book of certificates on Form 530 furnished the buyer for reporting unidentified cotton) which is charged with a portion or all of the deficiency or unpaid penalty. [Comment: A transferee shall be placed on the register of indebtedness only if the report of the transaction shows that the penalty was collected by him but the amount collected by him has not been remitted.]

2. In column (2) enter the printed serial number of the Form 419 prepared as outlined in paragraph (c) of this section or, if no Form 419 was prepared because the report of the buyer was not accompanied with any remittance, enter the word "None."

3. In column (3) enter on separate consecutive lines the farm serial number of each farm charged with the deficiency as shown on Form 419, or, if no Form 419 was prepared, the farm serial number of each farm as shown on the buyer's report which was not accompanied with any remittance.

4. In column (4) enter the amount of the deficiency or unpaid penalty for each farm.

5. In column (5) enter the serial number of the buyer's report of the transaction which is charged with the deficiency or unpaid penalty. In

recording the serial number of any buyer's or transferee's report, the entry shall be preceded by the letters "CR" or "U" as the case requires.

6. The remaining space in columns (10) through (21) may be used for entering the name and address of the buyer who is placed on the register and for noting briefly any information regarding the non-payment of the penalty which the county office may desire.

7. When any deficiency or unpaid penalty is received, the record of the receipt thereof shall be made opposite the entry previously made in columns (1) through (5) of Form 356 (Marketing Quota Indebtedness Register) as follows:

- a. In column (6) enter the date the remittance was received as shown on the new Form 419.
- b. In column (7) enter the serial number of the new Form 419.
- c. Make no entry in column (8).
- d. In column (9) enter the amount of the remittance received in connection with the deficiency or unpaid penalty.

Section 510 Refunds or transfers in connection with farms for which accounts on Form 450 or 450-A are required to be established. (a) Conditions under which refunds may be made to producers. No refund of money received in connection with the marketing during any marketing year of cotton on any farm for which a farm account on Form 450 or 450-A is required to be established, shall be made under this section unless and until the following conditions have been met:

1. The farm marketing quota for the farm has been finally determined and finally apportioned or reapportioned among the producers thereon in accordance with instructions applicable to the marketing year.

2. The money collected has been remitted to the treasurer of the county committee and transmitted by him to the secretary of the State committee for deposit in the special deposit account and has not been transferred out of the special deposit account into the general fund of the Treasury of the United States.

3. The farm operator's final report for the marketing year has been made and approved by the county committee.

4. The interest of every person on the farm in the money received in connection with the marketing of cotton is determined.

5. The total amount of money received is in excess of the sum of the penalties incurred by the producers on the farm in connection with the marketing of cotton in excess of their respective shares of the farm marketing quota for the marketing year.

6. The county committee has examined the records with respect to the farm for the marketing year and has approved such records as being correct.

7. The auditor has examined the records with respect to the farm for the marketing year and has approved such records as being correct.

(b) Determination of refunds in connection with penalties paid.

Each producer on the farm shall be entitled to a refund of the amount computed for him on the farm account established for the farm for the marketing year, provided that the conditions set forth in the preceding paragraph of this section have been met and the county committee is satisfied that such producer bore the burden of the payment of such amount and has not been reimbursed therefor by any other person. If any other person has reimbursed such producer then such other person shall be entitled to receive a refund to the extent of the amount which he reimbursed the producer. Notwithstanding that the conditions set forth in paragraphs 1 and 3 of paragraph (a) of this section have not been met, refunds may be made to the producers on a farm, provided that the county committee determines no penalties will be incurred for the reason that the final farm marketing quota will equal or exceed the sum of (1) the cotton produced on the farm in the calendar year in which the marketing year begins and (2) the carry-over cotton designated to be marketed in connection with the farm for the marketing year.

(c) Determination of refunds in connection with funds in escrow.

Refunds to producers on any farm of funds deposited in escrow which are in excess of penalties incurred in connection with the marketing of cotton in excess of the farm marketing quota shall be made to the person(s) who deposited such funds with the treasurer of the county committee. No refund shall be made under this paragraph until the conditions set forth in paragraph (a) of this section have been met. No refund shall be made under this paragraph before the close of the marketing year, unless either all cotton (including all cotton produced on the farm in the calendar year in which the marketing year begins and all carry-over cotton designated to be marketed in connection with the farm during the marketing year) has been marketed or, if it has not been marketed, it has been determined that no penalties will become due with respect to the marketing of such cotton if such cotton would be marketed during such marketing year.

(d) Conditions under which transfers shall be made where total collections do not exceed penalties incurred. If after (1) a final operator's report has been made for any farm, (2) the farm account for the farm has been approved by the county committee, and (3) it is determined that the total collections and remittances of money for the farm are not in excess of penalties incurred in connection with the marketing of cotton on the farm for the marketing year, the amount so collected and remitted shall be transferred to the general fund of the Treasury.

(e) Notice to State committee of refunds and transfers. As soon as possible after the conditions set forth in paragraph (a), (b), or (c), whichever is applicable, have been met in connection with a farm, the county

committee shall notify the State committee of (1) the amount collected and credited to the farm account, (2) the amount thereof to be transferred to the general fund of the Treasury, (3) the amounts to be refunded, if any, and (4) the names and addresses of the persons to whom such refunds are to be made. Such notice shall be made on Form 561, "Report on Farm Account - Cotton Marketing Quotas."

(f) Preparation of Form 561 for farm accounts. Form 561 shall be prepared in duplicate as follows:

1. In the space provided enter the State and county code and farm serial number.
2. In the space provided enter the sheet number and total number of sheets of Form 561 required to list the information for the farm.
3. In the space provided enter the marketing year.
4. In the spaces provided at the heading of the columns enter (1) the farm acreage allotment, (2) the normal yield per acre, (3) the acreage planted to cotton, (4) the actual yield per acre, and (5) the amount of carry-over penalty free cotton carried over into the marketing year for which the Form 561 is prepared which is not under a Commodity Credit Corporation loan at the time the Form 561 is prepared or the end of the marketing year, whichever is earlier. Such information will be taken from the farm account on Form 450 or 450-A established for the farm for the marketing year.
5. In column A enter the name and address of each person on the farm in the order in which they appear on the farm account, and if such person is deceased or has been declared incompetent enter after his name the word "Deceased" or "Incompetent" as the case may be.
6. In column B for each producer enter the amount of his share of the production of the farm as shown on the farm account.
7. In column C for each producer enter his final producer marketing quota as shown on the farm account.
8. In column D for each producer enter his respective share of the amount of cotton marketed as shown on the farm account.
9. In column E enter for each producer the amount of penalties incurred by him as shown on the farm account. [Comment: For each producer the entry in column E should be the amount by which the entry in column D exceeds the entry in column C times the rate of penalty applicable for cotton produced in the marketing year.]
10. In column F enter for each producer the amount of money collected as shown for him on the farm account.
11. In the heading of column G enter the total amount of penalties incurred for the farm which is in excess of the amount collected for the

farm as shown on the farm account. [Comment: To check the accuracy of this entry subtract the total of column F from the total of column E. The result should equal the amount of penalties incurred but not paid.]

12. In column G for each producer enter the amount of penalties incurred but not paid by him as shown on the farm account. [Comment: To check the accuracy of this entry subtract the entry in column F from the entry in column E.]

13. In column H for each producer enter the amount by which the entry in column F exceeds the entry in column E, if any.

14. Make no entry in the heading of column I.

15. In column I for each producer enter the amount to be transferred to the penalties account as shown on the farm account. [Comment: To check the accuracy of this entry subtract the amount in column J from the entry in column F.]

16. Make no entry in the heading of column J.

17. In column J for each producer enter the amount to be refunded to him as shown on the farm account.

18. The amount, if any, in the heading of column G must equal the amount by which the sum of the entries in column E exceeds the sum of the entries in column F. The sum of the entries in column G need not necessarily equal the amount in the heading thereof.

19. The sum of the entries, if any, in column J must equal the amount by which the sum of the entries in column F exceeds the sum of the entries in column E.

20. List in the spaces provided the name of each producer having an interest in other farms and the State and county code and farm serial number of each such farm.

21. Enter beneath the words "Schedule No. of Standard Form No. 1044-Revised" the schedule number of each Standard Form No. 1044-Revised on which remittances for the farm were scheduled for deposit to the special deposit account and beneath the words "Serial No. of Form 419 or 419-A" enter the serial number of the Form 419 or 419-A on which amounts were shown to have been collected and remitted for the farm, and beneath the word "Amount" enter the amount collected for the farm as shown on the Form 419 or 419-A, thus:

Schedule No. of Standard Form No. <u>1044-Revised</u>	Serial No. of <u>419 or 419-A</u>	Amount
41-Cotton 50	31467	\$18.00
41-Cotton 58	31472	12.00 10.00

If additional space is needed use a separate sheet and attach securely to the Form 561. This information will be obtained by tracing each serial number of Forms 419 and 419-A entered on the farm account to the received copy of the related Form 359 on which is shown the schedule number of the Standard Form No. 1044-Revised. The sum of the entries under the word "Amount" must equal the total of column F.

22. If the county committee has found that any person shown in column A is entitled to a refund, as shown in column J, has been reimbursed by another person and such other person is entitled to a refund, circle the entry in column J and attach to the Form 561 a separate statement, in duplicate, showing (1) the name and address of such other person, (2) the amount to which he is entitled to receive as a refund, and (3) the material facts constituting the basis of the committee's finding that such person is entitled to receive such refund.

23. The approval of Form 561 shall be indicated by a member of the committee affixing his signature in the space provided. The treasurer of the county committee and the auditor shall each affix his signature in the space provided. The Form 561 shall be submitted to the State office in duplicate. One copy of Form 561, with a copy of the statement attached, if any, will be returned by the State office.

Section 511 Refunds in connection with farms for which accounts on Form 450 or 450-A have not been established. (a) Conditions under which refunds may be made. Notwithstanding the provisions of section 510, in case any funds are received in connection with a farm in the county for which a farm account on Form 450 or 450-A is not required to be established, a refund may be made at any time to the person(s) who the county committee determines bore the burden of the payment of the amount received, provided that (1) white marketing cards, not marked "Penalty Secured" or "One Thousand Pounds," were properly issued for the farm and (2) the operator of the farm, or upon his failure or refusal, the producers on the farm claiming a refund, file with the committee a statement, in duplicate, setting forth (i) the interest of each producer in the cotton with respect to which the funds were collected or remitted, (ii) the amount collected from or paid by each such producer with respect to the cotton, and (iii) a representation that the cotton belonged to the producers on the farm and was produced on the farm or was carry-over penalty free cotton marketed in connection with the farm. No refund shall be made to a buyer or transferee under this section if such buyer or transferee collected, or was under a duty to collect, the amount remitted.

(b) Notice to State committee of refunds. As soon as possible after the conditions set forth in paragraph (a) of this section have been met, the county committee shall notify the State committee of (1) the amount collected in connection with the farm, (2) the amounts to be refunded, if any, and (3) the names and addresses of the persons to whom such refunds are to be made. Such notice shall be made on Form 561, "Report on Farm Account - Cotton Marketing Quotas," which shall be prepared as provided in section 510(f), except as follows:

1. The information to be entered on the form will be taken from available records in the county office.

2. The actual yield and the amount of carry-over penalty free cotton not under loan need not be entered.

3. In column A enter only the names and addresses of those producers on the farm who shared in the cotton marketed and with respect to which the collection was made.

4. In columns B and C enter a statement to the effect that no carry-over penalty cotton was designated to be marketed in connection with the farm.

5. In column D enter for each producer his share in the cotton marketed with respect to which the collection was made.

6. Make no entry in column E.

7. In column F enter the amount collected with respect to each producer.

8. Make no entries in columns G, H, or I or the headings thereof.

9. In column J enter the amount to be refunded for each producer.

10. A copy of the statement required pursuant to paragraph (a) hereof shall be attached to the Form 561 at the time it is forwarded to the State office.

Section 512 Records of refunds and transfers in connection with farms for which accounts on Form 450 or 450-A are established. A record of each refund or transfer as shown on Form 561 prepared in connection with a farm for which an account on Form 450 or 450-A is required to be established shall be made as follows:

1. On the farm account in the space provided, enter the transfer number or the serial number assigned to the refund voucher as shown in the heading of column I or J of the copy of Form 561 returned by the State office.

2. On the Form 356, prepared as provided in section 505, for the marketing year -

a. In the case of funds in escrow

(i) In column (6) enter the date the copy of Form 561 was returned by the State office.

(ii) In column (7) enter the serial number of the Form 419 issued to the person depositing the funds in escrow followed by a dash and the page number of the Form 356

on which the Form 419 is shown in column (2). Each deposit of funds to be held in escrow, which is represented by separate Forms 419, shall be entered on separate consecutive lines.

(iii) In column (8) enter the farm serial number as shown on Form 419.

(iv) In column (9) enter the amount shown for the farm on Form 419.

(v) In column (10) enter the date the copy of Form 561 was returned by the State office.

(vi) In column (11) enter the serial number of Form 419 as in item (ii) above.

(vii) Make no entry in column (12).

(viii) In column (13) enter the farm serial number.

(ix) In column (14) enter the amount shown for the farm on Form 419.

(x) In column (15) enter the transmittal number of the Form 359 on which the funds in escrow were scheduled to the State office.

(xi) In column (16) enter the date the copy of Form 561 was returned by the State office.

(xii) In column (17) enter the farm serial number.

(xiii) Make no entry in column (18).

(xiv) In column (19) enter the serial number of the refund voucher or the transfer number, as the case may be, as shown on the copy of Form 561 returned by the State office.

(xv) In column (20) enter on separate consecutive lines the names of the payees which will be the names of the persons for whom refunds were approved as shown on the Form 561 or attached statement. The first payee shall be entered on the line opposite the serial number of the refund voucher.

(xvi) After the name of the payees, if any, have been entered as in item (xv) above, enter in column (20) on the line next succeeding the name of the last payee the words "Penalties Account."

(xvii) In column (21) enter for each payee the amount shown for him in column J of the Form 561 or on the attached statement, if any.

(xviii) In column (21) enter opposite the words "Penalties Account" the total of column I of the Form 561.

b. In the case of collections not held in escrow

(i) In column (16) enter the date the copy of Form 561 was returned by the State office.

(ii) In column (17) enter the farm serial number.

(iii) Make no entry in column (18).

(iv) In column (19) enter the serial number of the refund voucher or the transfer number, as the case may be, as shown on the copy of Form 561.

(v) In column (20) enter on separate consecutive lines the names of the payees which will be the names of the persons for whom refunds were approved as shown on the Form 561 or attached statement. The name of the first payee shall be entered on the line opposite the serial number of the refund voucher.

(vi) After the names of the payees, if any, have been entered as in item (v) above, enter in column (20) on the line next succeeding the name of the last payee the words "Penalties Account."

(vii) In column (21) enter for each payee the amount shown for him in column J of the Form 561 or the attached statement, if any.

(viii) In column (21) enter opposite the words "Penalties Account" the total of column I of the Form 561.

Section 513 Record of refunds in connection with farms for which accounts on Form 450 or 450-A have not been established. A record of each refund as shown on Form 561 prepared in connection with a farm for which an account on Form 450 or 450-A is not required to be established shall be made on the Form 356 prepared as provided in section 506 as follows:

1. In column (16) enter the date the copy of Form 561 was returned by the State office.

2. In column (17) enter the farm serial number.

3. Make no entry in column (18).

4. In column (19) enter the serial number of the refund voucher as shown on the copy of Form 561.

5. In column (20) enter on separate consecutive lines the names of the payees which will be the names of the persons for whom refunds were approved as shown on the Form 561 or attached statement.

6. In column (21) enter for each payee the amount shown for him in column J of the Form 561 or on the attached statement, if any.

Section 514 Extract of Form 530 received in connection with a farm located in another county. (a) Preparation of extract of Form 530. In case it is determined that a Form 530 received in the county was executed with respect to cotton marketed in connection with a farm which is located in another county, the treasurer of the county committee shall prepare an extract thereof by transcribing all information shown thereon to a new Form 530 and forwarding the original of the extract to the treasurer of the county committee of the county in which the farm is located. The serial number of the new Form 530 shall be lined out and the serial number of the Form 530 received from the buyer or transferee shall be entered beneath the stricken serial number. The extract shall be forwarded to the other county only after a copy of the Form 359, on which the Form 419 covering the transaction was scheduled, is returned by the State office. The extract shall be accompanied with a letter setting forth (1) the State and county code number of the county sending the extract, (2) the schedule number of the Standard Form No. 1044-Revised on which the collection in connection with the transaction was scheduled by the State office for deposit in the special deposit account (to be obtained from the copy of Form 359 returned by the State office), (3) the serial number and date of the Form 419 issued to the person from whom the collection was received, (4) a description of the check, draft, or money order, as described on the Form 419, (5) the amount of the check, draft, or money order which represents collections in connection with the farm, and (6) the serial number of the farm and the name of the State and county in which the farm is located. The copy of the letter forwarded to the State office will constitute authority for the State office to credit the county to which the extract was sent.

(b) Record of extracts of Forms 530. A record of each extract of Form 530 shall be made on the Form 356 prepared as provided in section 506 as follows:

1. In column (16) enter the date the extract and accompanying letters were mailed to the county in which the farm was located.

2. In column (17) enter the farm serial number preceded by the State and county code number of the county in which the farm is located.

3. In column (18) enter the serial number of the Form 530.

4. Make no entry in column (19).

5. In column (20) enter the name of the county and State to which the extract was sent.

6. In column (21) enter the amount of the remittance representing collections in connection with the farm as shown on the Form 530. [Comment: A refund or transfer of the amount collected, as represented by the extract, will be initiated by the county committee of the county to which the extract is sent.]

(c) Record of extracts of Forms 530 received. If an extract on Form 530 and accompanying letter identifying the receipt on Form 419 and the schedule number of the Standard Form No. 1044-Revised are received from another county, a record of the extract, if it relates to a farm for which an account on Form 450 or 450-A is established, shall be made on the Form 356 prepared as provided in section 505 in the same manner as if such Form 530 and the amount collected in connection with the farm had been received directly from a buyer or transferee. The Form 530 shall be posted to the farm account on Form 450 or 450-A. If the Form 530 was executed in connection with a farm for which an account on Form 450 or 450-A is not established, a record shall be made on the Form 356 as provided in section 506 in the same manner as if the Form 530 and the collection in connection therewith had been received directly from the buyer or transferee.

(d) Preparation of Form 561 in a case where all or a part of the collections received in connection with the farm were received in another county from which an extract on Form 530 was received. If all or part of the collections in connection with a farm were received in another county and an extract on Form 530 has been received from such county, Form 561 for the farm shall be executed as provided in section 510(f) or section 511(b), as the case may be. In preparing the Form 561, the State and county code number of the county from which the extract on Form 530 was received shall be entered on the left of the schedule number of the Standard Form No. 1044-Revised on which the collection represented by the extract was scheduled for deposit in the special deposit account. This information will be taken from the letter accompanying the extract on Form 530.

Section 515 Persons entitled to refunds who have died or been declared incompetent. (a) Preparation of Form 561. In case any person who the county committee determined would be entitled to a refund has died or been declared incompetent, Form 561 shall be prepared as in other cases except that the name of such person shall be entered on the Form 561 followed by the word "Deceased" or "Incompetent," as the case may be.

(b) Preparation of Standard Form No. 1055. Standard Form No. 1055 shall be prepared, in duplicate, with paragraph 3 executed in lieu of paragraph 4. It is not required that the original and one copy of Standard Form No. 1055 be forwarded to the State office at the time Form 561 is forwarded to the State office. If Standard Form No. 1055 is submitted separately, the county office shall transmit the original and one copy by a letter advising the State office of the farm serial number of the related Form 561.

(c) Records. A record of each Form 561, whether or not the deceased or incompetent person is the only person shown thereon to be entitled to a refund, shall be made on the farm account, if one is established therefor, and on the appropriate Form 356 as in other cases, except as follows:

1. In the case the deceased or incompetent person is the only person entitled to a refund as shown on the Form 561, the entry in column (20) of Form 356 will be the name of such person followed by the word "Deceased" or "Incompetent," as the case may be, and a notation shall be made in the right margin opposite the name of such person as to the date Standard Form No. 1055 is forwarded to the State office.

2. In case the deceased or incompetent person is not the only person entitled to a refund as shown on the Form 561, the name of the deceased or incompetent person followed by the word "Deceased" or "Incompetent," as the case may be, shall also be entered in column (20) of Form 356 and the amount to which such person would be entitled to receive as a refund shall be entered in column (21) of the Form 356. The amount to be entered in column (21) shall be the amount shown on the Form 561 for such deceased or incompetent person. A notation shall be made in the right margin opposite the name of the deceased or incompetent person as to the date Standard Form No. 1055 is forwarded to the State office.

Section 516 Refunds to persons other than producers. (a) Determination of refunds. If after the audit of reports of buyers or transferees (the postal card copy of Form 530 or the certificate contained in the producer's marketing card) it appears that the remittances received in connection with the transactions were in excess of penalties incurred by such reports, the county committee shall ascertain the reasons for the excess with a view to determining whether the excess represents (1) penalties incurred by producers and which the buyer or transferee collected or, in the case of a buyer, was under a duty to collect or (2) the buyer's personal funds which were remitted through error. If it is determined that the excess represents funds which were collected by the buyer or transferee, or in the case of the buyer, which he was under duty to collect, the amount thereof shall be credited, as provided in paragraph 9 of section 506(b), to the farm on which the cotton in connection with which the amount was collected or should have been collected was marketed. If it is determined that the excess or part thereof represents the buyer's or transferee's personal funds which were remitted through error, a refund of such amount may be made to him provided he has not been reimbursed therefor. No refund shall be made under this section until the auditor has examined the county office records (Form 419 and related forms) pertaining to such buyer or transferee and approved the refund.

(b) Notice to the State committee. If a refund is to be made pursuant to this section, the county committee shall advise the State committee by letter, in duplicate, which shall contain the following information:

1. The name and address of the person to whom the refund is to be made.

2. The serial number of the Form 419 issued to the buyer or transferee at the time the remittance was received from him.

3. The amount shown on the Form 419 as "Suspense" or in connection with a Form 530, as the case may be.

4. The amount authorized to be refunded.

5. The transmittal number of the Form 359 on which the Form 419 was scheduled.

6. The schedule number of the Standard Form No. 1044-Revised, on which the remittance was scheduled by the State office for deposit in the special deposit account (to be obtained from the copy of the Form 359 returned by the State office). The letter shall be signed by a member of the county committee and the treasurer of the committee and be approved by the auditor. There shall be attached to the letter a statement, signed by the person to whom the refund is to be made, to the effect that such person did not collect the amount to be refunded from any other person and that such amount represents his personal funds which was not under duty to collect or remit in connection with any cotton marketed to him or otherwise. A copy of the letter will be returned by the State office showing the refund voucher number.

(c) Record of refunds. A record of any refund pursuant to this section shall be made on Form 356, prepared as provided in section 506, as follows:

1. In column (16) enter the date the copy of the letter authorizing the refund is returned by the State office.

2. In column (17) enter the word "Buyer" or "Transferee," as the case may be.

3. Make no entry in column (18).

4. In column (19) enter the serial number of the refund voucher.

5. In column (20) enter the name of the person to whom the refund is to be made.

6. In column (21) enter the amount to be refunded.

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